

**Transfer of Location Application**  
**For**  
**Montana Domestic Brewery, Winery, Distillery,**  
**Storage Depot, Beer Wholesaler and/or Table Wine Distributor**

This booklet contains all the forms and information to apply for a transfer of location for the above license types.

Also available on our website.

[www.revenue.mt.gov](http://www.revenue.mt.gov)

This booklet is to assist you in completing your application for a transfer of location of an existing license. If you are making any other changes to your license, other than a transfer of location, you will not be able to use this application. Please review the information provided to avoid any delays in the processing of your application.

### **Application Process:**

*Note: You will need approvals from the building, health and fire code officials before we can approve this application.*

When we receive a completed application, we will contact you and let you know that your application meets our initial requirements or to request additional documents. It typically takes 30 days to process this type of application. The approval process includes:

1. We notify local officials that we have received an application to help us determine if any concerns or issues exist that may prevent the proposed location from qualifying for a license; and
2. Request the Department of Justice conduct a premises inspection of the new location.

Once the Department of Justice has conducted their premises inspection and the location meets the requirements under Montana law and we have been given approval from the building, health and fire code officials, our department will contact you to approve the transfer of the license.

Questions? Contact us at:

Phone: Toll Free at 1-866-859-2254 (in Helena, 444-6900)

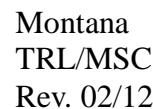
Fax: (406) 444-0722

### **Required Documents:**

- Documents verifying the applicant has possessory interest in the building where the business is operated. This can include items such as a lease, rental agreement, purchase option, purchase agreement, tax statement, deed and/or finance agreement(s);
- Copy of all lease and related security agreements associated with the new location;
- Copies of all purchase documents and related guarantees, mortgages, and security agreements associated with the new location, and all bills of sale, deeds and/or other documents reflecting title transfer of assets purchased;
- Copy of the floor plan of the area to be licensed, using approximate dimensional measurements, including external dimensions and general layout – on an 8-1/2" x 11" sheet of paper. Note: On the floor plan you will need to clearly mark the areas where alcohol will be manufactured, stored and where samples will be served depending upon your license type. The floor plan must contain outside dimensions, the name of the establishment, physical address and date; and
- **Updated TTB Permit showing the new address.**

Please send your completed application and all required documents, as well as the \$200.00 processing fee to process this application to us at:

Montana Department of Revenue  
Liquor Control Division  
PO Box 1712  
Helena, MT 59624-1712



## Section 4 – Suitability Checklist

*Instructions: Questions 1-5 must be completed by all licensees. The remainder of the questions have been separated out by license type. Please only complete the questions that correspond with your license type.*

### *Section 4.a – All Licensees*

- 1) Y/N Is the type of alcoholic beverages business easily determined, due to indoor and outdoor advertising, signage and/or general layout and atmosphere of the premises to be licensed?
- 2) Y/N Is premises open on regular basis?
- 3) Y/N Does the floor plan and dimensions accurately represent the physical layout of the premises?
- 4) Y/N Does your premises meet building, health, and fire code regulations?
- 5) Y/N Will your premises be physically separated by four permanent walls from any other business conducted in the building, which is not directly related to the manufacture, sale or distribution of alcoholic beverages, and with inside access only through a doorway no larger than 6' which can be closed and locked when not in use.

### *Section 4.b – Brewery Storage Depot*

- 1) Y/N Is your building equipped with refrigeration and cooling apparatus for receiving, handling and storing beer?

### *Section 4.c – Beer Wholesaler and/or Table Wine Distributor (includes subwarehouse)*

- 1) Y/N Do you maintain a fixed place of business, and the facilities, storehouse, receiving house, or warehouse for the receiving of, storage, handling, and moving of beer and wine in large and jobbing quantities for distribution and sale in original packages to other licensed wholesalers and distributors or licensed retailers?
- 2) Y/N Do you have sufficient space for the storage and distribution of beer and/or table wine in large quantities?

### *Section 4.d – Brewery, Winery, Distillery*

- 1) Y/N Is your premises recognizable as a manufacturing facility of beer, wine or distilled spirits?
- 2) Y/N Can you show that adequate safeguards are in place to prevent the sale of alcoholic beverages to underage or intoxicated persons?
- 3) Y/N Do you acknowledge that automatic alcohol dispensing or vending machines are not in use on the premises?
- 4) Y/N Does your premises have a sample room?

- 5) Y/N If you have a deck or patio, is it immediately adjacent to the sample room and only accessible from the sample room?
- 6) Y/N If you have a deck or patio, is it enclosed in such a manner as to restrict its access from the general public on the street or sidewalk?
- 7) Y/N Does the layout of your sample room allow for licensee and/or employee only control over the sale and service of alcoholic beverages?
- 8) Y/N *(Brewery and Distillery Only)* Does your business sell, offer for sale or give away samples at the sample room only between the hours of 10 a.m. and 8 p.m.?
- 9) Y/N *(Brewery Only)* Do you agree to adhere to the 48 ounces per day allowed to be sold or given to customers as samples in your sample room?
- 10) Y/N *(Distillery Only)* Do you agree to adhere to the 2 ounces per day allowed to be sold or given to customers as samples in your sample room?

## Section 5 - Declaration and Affidavit

This form needs to be signed by all individuals, members or partners. In the case of a corporate licensee, it may be signed by one shareholder or officer with authority to sign.

I/We declare under penalty of false swearing that the information provided on this application and its attachments are true, correct, and complete.

_____ Signature	_____ Date	_____ Printed Name	_____ Title
_____ Signature	_____ Date	_____ Printed Name	_____ Title
_____ Signature	_____ Date	_____ Printed Name	_____ Title

### ***Additional Information May Be Required During the Application Process***

*You may wish to contact local health, building and fire code officials to assure the proposed location will meet their requirements.*

*It is the licensee's responsibility to advise us, in writing, when the new location is completed and ready for inspection. We will notify local officials of the new location once we receive a complete application. We must receive acknowledgment that your new premises meets their requirements prior to department approval of your transfer.*